



MC No. 23, s, 2017

## MEMORANDUM CIRCULAR

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

**SUBJECT :** Implementation on the Use of CSC Eligibility Card

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As contained in CSC Resolution No. 1701012 dated June 16, 2017, the Commission shall implement the use of the CSC Eligibility Card, replacing the Certificate of Eligibility in security paper.

The CSC Eligibility Card serves as official proof issued to passers of all Civil Service examinations, taken through the pen and paper test (PPT) and the CSC Computerized Examination (CSC COMEX), resulting in the conferment of Civil Service eligibility, as follows:

1. Career Service Professional Eligibility;
2. Career Service SubProfessional Eligibility;
3. Fire Officer Eligibility;
4. Penology Officer Eligibility;
5. Career Foreign Service Officer Eligibility; and
6. Meat Inspector Eligibility.

The use of the CSC Eligibility Card shall also apply to eligibilities granted under special laws and CSC Issuances, as follows:

1. Honor Graduate Eligibility
2. Scientific and Technological Specialist Eligibility
3. Electronic Data Processing Specialist Eligibility
4. Sanggunian Member Second Level Eligibility
5. Foreign Honor Graduate Eligibility
6. Sanggunian Member First Level Eligibility
7. Barangay Official Eligibility
8. Barangay Health Worker Eligibility
9. Barangay Nutrition Scholar Eligibility
10. Veteran Preference Rating Eligibility
11. Skills Eligibility (Category II pursuant to CSC MC No. 11, s. 1996 as amended by CSC MC No. 10, s. 2013)

The CSC Eligibility Card shall also apply to the following:

- > Passers of other civil service examinations to be developed and administered in the future resulting in the conferment of civil service eligibility.
- > Grantees of civil service eligibilities under special laws and CSC issuances to be considered and implemented in the future.

Printing of the CSC Eligibility Card shall initially cover passers of civil service eligibility examinations, both through PPT and CSC COMEX, starting with the May 3, 2015 Career Service Examination-PPT.

For passers of eligibility examinations conducted before May 3, 2015, a separate advisory on when they can avail of the card, on voluntary basis, shall be issued later on.

Below are guidelines and procedures to govern the issuance of the CSC Eligibility Card.

#### **A. Advisory on availability of the CSC Eligibility Card**

The CSC shall issue an advisory on the availability of the CSC Eligibility Card. The advisory shall be posted on the CSC website as well as on individual websites of the CSC Regional/Field Offices, as applicable. Other means of information dissemination, as appropriate, shall also be employed.

#### **B. Claiming of the CSC Eligibility Card**

The eligible shall be required to appear in person at the CSC Central Office (CO) or the CSC Regional Office (RO) concerned in claiming the card. Representatives shall not be allowed to claim the card on behalf of the eligible.

In claiming the card, the eligible shall present the following:

1. Any of the following I.D. cards, which must be valid (not expired on the date of claiming):
  - a. Driver's License;
  - b. Passport;
  - c. PRC License;
  - d. SSS I.D.;
  - e. GSIS I.D. (UMID);
  - f. Voter's I.D.;
  - g. BIR I.D. (ATM type/TIN card type with picture);
  - h. PhilHealth I.D. (must, at the least, contain the holder's name, clear picture, signature and PhilHealth number);
  - i. Company/Office I.D.;
  - j. School I.D. (validated for the current school year/semester/trimester);
  - k. Police Clearance/Police Clearance Certificate (with picture);
  - l. Postal I.D.;
  - m. Barangay I.D.; or
  - n. NBI Clearance.

**Note:** All other I.D. cards shall NOT be accepted.



2. Certification of Eligibility printed on CSC letterhead (if available); and
3. Examination Application Receipt and/or CSC Official Receipt (if available).

**Note:** *The CSC Regional/Field Office may require additional document/s as necessary to establish the identity of the eligibles.*

#### **C. Card Processing Fee for the CSC Eligibility Card**

The eligible availing of the CSC Eligibility Card shall pay a card processing fee amounting to PHP200.00

#### **D. Authority to Release the CSC Eligibility Card**

1. For eligibility examinations conducted through PPT, the CSC RO with jurisdiction over the testing center where the eligible took the examination shall have the authority to release the CSC Eligibility Card.
2. For eligibility examinations conducted through CSC COMEX, the CSC CO (for COMEX held at CSC CO) or the CSC RO shall have the authority to release the CSC Eligibility Card to the eligible.
3. For eligibilities granted under special laws and CSC issuances, the authority to release the CSC Eligibility Card shall be based on the jurisdiction of the CSC RO, as follows:
  - ◆ Over the university or college from which an applicant has graduated (for Honor Graduate Eligibility)
  - ◆ Over the Barangay where an applicant has rendered services (for Barangay Official, Barangay Health Worker, and Barangay Nutrition Scholar eligibilities)
  - ◆ Over the agency where an applicant has completed one year of very satisfactory actual work performance under temporary status of appointment (for skills eligibilities)
  - ◆ Over the city, municipality, or province where an applicant has rendered services as member of the Sangguniang Panlungsod/Bayan/Panlalawigan (for Sanggunian Member Eligibility)
  - ◆ Over the place where an applicant is currently based in the Philippines, or the CSC RO of choice for an applicant who is based abroad (for Foreign Honor Graduate Eligibility)

#### **E. Claiming of CSC Eligibility Card at Conduit CSC RO/Field Office (FO)**

In case of eligibles who are based in far-off location *within* the region, or have moved to or are based in *another* region, they may personally claim their CSC Eligibility Card at the CSC Regional or Field Office nearest their present place of residence or work (Conduit CSC RO/FO).

To facilitate the matter, a written request must be sent (through mail, courier, fax, or e-mail) to the CSC CO or the authorized CSC RO with jurisdiction over the testing center/venue where they took the examination, to forward their CSC Eligibility Card to the Conduit CSC RO/FO where they would like to claim the same.

In courting the release of the eligibility card at Conduit CSC RO/FO, payment of the card processing fee shall be through Postal Money Order in the name of the authorized CSC RO. For this matter, the eligible should closely coordinate with the authorized CSC RO for specific instructions and procedures.

#### **F. Validity of the CSC Eligibility Card**

The CSC Eligibility Card does not prescribe, unless revoked as a result of accessory penalty of dismissal from the service for committing administrative offenses, or for other reasonable grounds as may be determined by the Commission.

#### **G. Re-printing of CSC Eligibility Card**

##### **1. Re-printing of card due to correction of personal information (COPI)**

There shall be three (3) instances where re-printing of card due to correction of personal information will be allowed:

- a. Erroneous encoding by the CSC RO regardless of whether or not the eligible has made appropriate corrections on the Examinee Attendance Sheet (EAS), provided, the correction being requested is, upon verification, consistent with the eligible's data appearing on the Application Form. In this instance, the eligible shall no longer be required to pay the fees for COPI and the CSC Eligibility Card;
- b. Change of name (for female eligibles), resulting from change of civil status from single to married, or vice versa. In this instance, the eligible shall no longer be required to pay the COPI fee. However, the eligible shall pay the eligibility card processing fee; and
- c. Discrepancy/inconsistency with the eligible's data appearing on the Birth Certificate. In this instance, the eligible shall be required to pay the fees for both the COPI and the eligibility card.

To avail of re-printing of card due to COPI, the eligible should submit a written request to the CSC RO concerned (in case of PPT and CSC COMEX held at the RO), or the CSC CO (in case of CSC COMEX held at the CO). Upon verification, the eligible shall be required to fill out necessary form (e.g. COPI form), submit necessary documentary requirements, pay the card processing fee (as applicable), and surrender the originally printed eligibility card.

##### **2. Re-printing due to loss of card**

In case of loss of card, the eligible may apply for another issuance of CSC Eligibility Card. The eligible should submit a written request for replacement of card addressed to the CSC RO concerned (in case of PPT and CSC COMEX held at the RO), or the CSC CO (in case of CSC COMEX held at the CO), attaching the following supporting documents:

- Original Notarized Affidavit of Loss of Card; and
- Original and photocopy of any of the accepted I.D. cards (not expired upon submission of the request)



## H. Certification and/or Authentication of Eligibility

The CSC CO through the Integrated Records Management Office, or the CSC RO shall administer the certification and/or authentication process for eligibilities resulting from passing the corresponding examinations and for eligibilities granted under special laws and CSC issuances, guided by existing policies on certification and/or authentication of eligibility.

Please be guided accordingly.

  
ALICIA dela ROSA-BALA  
Chairperson

04 AUG 2017

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**GUIDELINES AND PROCEDURES  
ON THE IMPLEMENTATION OF THE  
USE OF CSC ELIGIBILITY CARD**

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Number: 1701012

Promulgated: 16 JUN 2017

**RESOLUTION**

**WHEREAS**, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987, provides that the Civil Service Commission (CSC) shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

**WHEREAS**, Section 12 (7), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292 provides that the CSC shall have the power to control, supervise, and coordinate civil service examinations;

**WHEREAS**, the Commission promulgated on September 3, 2015 CSC Resolution No. 1501025 (Adoption of the CSC Eligibility Card for Civil Service Examinations to Replace the Certificate of Eligibility), which was published on October 28, 2015 in the Philippine Star and took effect on November 12, 2015;

**WHEREAS**, CSC Resolution No. 1501025 enumerated the civil service eligibilities resulting from passing the corresponding examinations that shall be covered by the CSC Eligibility Card and which include: Career Service Eligibility for Professional and SubProfessional levels, Fire Officer Eligibility, Penology Officer Eligibility, Career Foreign Service Officer Eligibility, and Meat Inspector Eligibility;

**WHEREAS**, other examinations resulting in the conferment of civil service eligibility may be developed and administered in the future, considering the continued performance of the Commission's mandate to control, supervise, and coordinate civil service examinations;

**WHEREAS**, other than eligibilities resulting from passing the corresponding examinations, the CSC also grants civil service eligibility under special laws and CSC issuances to individuals upon meeting of set qualifications and fulfilling of documentary requirements without taking the civil service examination;

**WHEREAS**, for uniformity and consistency of implementation, the Commission shall likewise include the use of the CSC Eligibility Card for the grant of eligibility under special laws and CSC issuances;

**WHEREAS**, considering the numerous kinds of eligibility resulting from passing the examination as well as those granted under special laws and CSC issuances, it would be an ingenious approach to assign color coding to establish characteristic and branding for each kind or class of eligibility;

**WHEREAS**, CSC Resolution No. 1501025 has authorized the Examination, Recruitment and Placement Office (ERPO) to conduct a periodic review of the cost of issuing the CSC Eligibility Card every two (2) years, commencing from September 3, 2015, the date of promulgation of CSC Resolution No. 1501025. This would mean that the first review should be conducted in September 2017, the same year that the card will be actually implemented, hence, the need to adjust the reckoning date;

**Bawat Kawani, Lingkod Bayani**



**WHEREAS**, following completion of the procurement process for the CSC Eligibility Card, a set of guidelines and procedures shall be established on the uniform implementation of the use of CSC Eligibility Card across the regions;

**WHEREFORE**, the Commission hereby **RESOLVES** to adopt and prescribe the attached *Guidelines and Procedures on the Implementation of the Use of CSC Eligibility Card (June 2017)*, which shall be uniformly observed by the Examination, Recruitment and Placement Office, the Integrated Records Management Office, and all CSC Regional and Field Offices nationwide.

The Commission **FURTHER RESOLVES** that, in addition to the civil service eligibilities enumerated in CSC Resolution No. 1501025, the CSC Eligibility Card shall also apply to passers of other civil service examinations to be developed and administered in the future resulting in the conferment of civil service eligibility, and to grantees of civil service eligibilities under special laws and CSC issuances, namely:

1. Honor Graduate Eligibility
2. Scientific and Technological Specialist Eligibility
3. Electronic Data Processing Specialist Eligibility
4. Sanggunian Member Second Level Eligibility
5. Foreign Honor Graduate Eligibility
6. Sanggunian Member First Level Eligibility
7. Barangay Official Eligibility
8. Barangay Health Worker Eligibility
9. Barangay Nutrition Scholar Eligibility
10. Veteran Preference Rating Eligibility
11. Skills Eligibility (Category II pursuant to CSC MC No. 11, s. 1996 as amended by CSC MC No. 10, s. 2013)

Moreover, color codes of Red shall be assigned to Career Service Professional Eligibility and other second level eligibilities and of Blue to Career Service SubProfessional Eligibility and other first level eligibilities.

The Commission **FINALLY RESOLVES** to adjust the conduct of a periodic review to be undertaken by ERPO on the cost of issuing the CSC Eligibility Card to start in 2019 and every two (2) years thereafter.

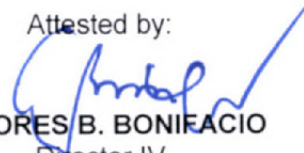
This Resolution supplements CSC Resolution No. 1501025 and shall take effect immediately.

Quezon City.

  
ALICIA dela ROSA-BALA  
Chairperson

  
ROBERT S. MARTINEZ  
Commissioner

VACANT  
Commissioner

Attested by:  
  
DOLORES B. BONIFACIO  
Director IV  
Commission Secretariat and Liaison Office

**GUIDELINES AND PROCEDURES ON THE  
IMPLEMENTATION OF THE USE OF CSC ELIGIBILITY CARD**  
*June 2017*

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The CSC Eligibility Card replaces the Certificate of Eligibility (COE) in security paper. It serves as official proof issued to passers of all Civil Service examinations, taken through the pen and paper test (PPT) and the CSC Computerized Examination (CSC COMEX), resulting in the conferment of Civil Service eligibility, as follows:

- a. Career Service Professional Eligibility;
- b. Career Service SubProfessional Eligibility;
- c. Fire Officer Eligibility;
- d. Penology Officer Eligibility;
- e. Career Foreign Service Officer Eligibility; and
- f. Meat Inspector Eligibility.

The use of the CSC Eligibility Card shall also apply to eligibilities granted under special laws and CSC Issuances, as follows:

- a. Honor Graduate Eligibility
- b. Scientific and Technological Specialist Eligibility
- c. Electronic Data Processing Specialist Eligibility
- d. Sanggunian Member Second Level Eligibility
- e. Foreign Honor Graduate Eligibility
- f. Sanggunian Member First Level Eligibility
- g. Barangay Official Eligibility
- h. Barangay Health Worker Eligibility
- i. Barangay Nutrition Scholar Eligibility
- j. Veteran Preference Rating Eligibility
- k. Skills Eligibility (Category II pursuant to CSC MC No. 11, s. 1996 as amended by CSC MC No. 10, s. 2013)

The CSC Eligibility Card shall also apply to the following:

- > Passers of other civil service examinations to be developed and administered in the future resulting in the conferment of civil service eligibility.
- > Grantees of civil service eligibilities under special laws and CSC issuances to be considered and implemented in the future.

### **I. The CSC Eligibility Card**

The CSC Eligibility Card comes in 3.375" x 2.125" size. The **front side** of the card contains the following data:

- Republic of the Philippines, with logo at the upper left corner
- Civil Service Commission, with the name of CSC issuing office below and the CSC logo at the upper right corner
- Name of card "CSC Eligibility Card"
- Photograph (with signature over printed name of the eligible) at the right side
- QR code at the lower left side, with the following content:





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For Eligibility Resulting from Examination	For Eligibility Granted Under Special Laws and CSC Issuances
<ul style="list-style-type: none"> <li>➤ Name of eligible (last name, first name, extension name, middle initial)</li> <li>➤ Eligibility I.D. number</li> <li>➤ Rating</li> <li>➤ Date of examination</li> <li>➤ Batch code</li> </ul>	<ul style="list-style-type: none"> <li>➤ Name of eligible (last name, first name, extension name, middle initial)</li> <li>➤ Eligibility I.D. number</li> <li>➤ Special eligibility title</li> <li>➤ Date of effectivity</li> <li>➤ Date and place of birth</li> </ul>

- At the middle left side are the eligibility information, as follows:

For Eligibility Resulting from Examination	For Eligibility Granted Under Special Laws and CSC Issuances
<ul style="list-style-type: none"> <li>• Name (last name, first name, extension name, middle initial)</li> <li>• Eligibility I.D. number</li> <li>• Eligibility effectivity date</li> <li>• Date of examination</li> <li>• Place of examination</li> </ul>	<ul style="list-style-type: none"> <li>• Name (last name, first name, extension name, middle initial)</li> <li>• Eligibility I.D. number</li> <li>• Eligibility effectivity date</li> <li>• Date issued</li> </ul>

- Title of eligibility at the lower middle part, which shall be color coded, as follows:
  - Red – Career Service Professional Eligibility and other second level eligibilities
  - Blue – Career Service SubProfessional Eligibility and other first level eligibilities

The **back side** of the card contains the following:

- Personal data of the eligible, as follows:
  - ✓ Sex (in full word: Male or Female)
  - ✓ Date of birth (in format DD-Month-YYYY e.g. "23 AUG 1973")
  - ✓ Place of birth (city / municipality & province as applicable)
- Notification on where to return the card in case of loss
- Field for actual/original signature of the eligible
- Name and Signature of the CSC Chairperson
- Bar code, which contains the following:
  - For eligibility resulting from examination – Batch Code with examination date
  - For eligibility granted under special laws and CSC issuances – (to be issued)
- Card number (sequential per printing), which shall be pre-printed

## II. Printing of the CSC Eligibility Card

Printing of the CSC Eligibility Card shall initially cover passers of civil service eligibility examinations, both through PPT and CSC COMEX, starting with the May 3, 2015 CSE-PPT.

For passers of eligibility examinations conducted before May 3, 2015, a separate advisory on when they can avail of the card, on voluntary basis, shall be issued later on.

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**A. Creation and Submission of eligibles' photo and data file to ERPO**

To facilitate the printing of the eligibility card, the CSC RO, through the ESD, shall create eligibles' photo and data file in the appropriate format. The data file shall be sent to ERPO thru e-mail.

For this matter, ERPO shall issue, as needed, a separate memorandum to the CSC ROs on the schedule of submission and procedures on creation of eligibles' photo and data file both for eligibility resulting from examination and eligibility granted under special laws and CSC issuances. The CSC ROs must ensure the accuracy, completeness and the timely submission of related data files.

**B. Actual Printing of the CSC Eligibility Card**

A separate set of guidelines on the pre-printing, actual printing and post printing procedures for the eligibility card shall be issued by ERPO.

**III. Claiming and Releasing of the CSC Eligibility Card to the Eligible**

**A. Advisory on availability of the CSC Eligibility Card**

ERPO shall issue an advisory on the availability of the CSC Eligibility Card. The advisory shall be posted on the CSC website as well as on individual websites of the CSC ROs, as applicable. Other means of information dissemination, as appropriate, shall also be employed.

**B. Claiming of the CSC Eligibility Card**

The eligible shall be required to appear in person at the CSC CO or the CSC RO concerned in claiming the card. Representatives shall not be allowed to claim the card on behalf of the eligible.

In claiming the card, the eligible shall present the following:

1. Any of the following I.D. cards, which must be valid (not expired on the date of claiming):
  - a. Driver's License;
  - b. Passport;
  - c. PRC License;
  - d. SSS I.D.;
  - e. GSIS I.D. (UMID);
  - f. Voter's I.D.;
  - g. BIR I.D. (ATM type/TIN card type with picture);
  - h. PhilHealth I.D. (must, at the least, contain the holder's name, clear picture, signature and PhilHealth number);
  - i. Company/Office I.D.;





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- j. School I.D. (validated for the current school year/semester/trimester);
- k. Police Clearance/Police Clearance Certificate (with picture);
- l. Postal I.D.;
- m. Barangay I.D.; or
- n. NBI Clearance.

**Note:** *All other I.D. cards shall NOT be accepted.*

2. Certification of Eligibility printed on CSC letterhead (if available); and
3. Examination Application Receipt and/or CSC Official Receipt (if available).

**Note:** *The CSC Regional/Field Office may require additional document/s as necessary to establish the identity of the eligibles.*

**C. Card Processing Fee for the CSC Eligibility Card**

The eligible availing of the CSC Eligibility Card shall pay a card processing fee amounting to PHP200.00

1. In case of PPT, the CSC RO with jurisdiction over the testing center where the eligible took the examination shall have the authority to collect the card processing fee.
2. In case of the CSC COMEX, the CSC CO, or the CSC RO where the eligible took the examination shall have the authority to collect the card processing fee.
3. In case of eligibilities granted under special laws and CSC issuances, the CSC RO that has the jurisdiction, as follows, shall have the authority to collect the card processing fee:
  - ◆ Over the university or college from which an applicant has graduated (for Honor Graduate Eligibility)
  - ◆ Over the Barangay where an applicant has rendered services (for Barangay Official, Barangay Health Worker, and Barangay Nutrition Scholar eligibilities)
  - ◆ Over the agency where an applicant has completed one year of very satisfactory actual work performance under temporary status of appointment (for skills eligibilities)
  - ◆ Over the city, municipality, or province where an applicant has rendered services as member of the Sangguniang Panlungsod/Bayan/Panlalawigan (for Sanggunian Member Eligibility)
  - ◆ Over the place where an applicant is currently based in the Philippines, or the CSC RO of choice for an applicant who is based abroad (for Foreign Honor Graduate Eligibility)



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**D. Receipt of CSC Eligibility Card Form**

The ERPO and the CSC RO shall use the attached templates in preparing the Receipt of CSC Eligibility Card form that would document the receipt of the card by the claiming eligibles.

For ease of reference, the Receipt of CSC Eligibility Card form shall be prepared by title and date of examination for eligibilities resulting from examination (*Annex B-1*); and by title of eligibility for eligibilities granted under special laws and CSC issuances (*Annex B-2*).

**E. Releasing the CSC Eligibility Card**

1. Authority to Release the CSC Eligibility Card

For eligibility examinations conducted through PPT, the CSC RO with jurisdiction over the testing center where the eligible took the examination shall have the authority to release the CSC Eligibility Card.

For eligibility examinations conducted through CSC COMEX, the ERPO (in case of CSC CO), or the ESD (in case of CSC RO), shall have the authority to release the CSC Eligibility Card to the eligible.

For eligibilities granted under special laws and CSC issuances, the authority to release the CSC Eligibility Card shall be based on the jurisdiction of the CSC RO cited under Item III, C (3) of these guidelines.

2. Procedures on Releasing the CSC Eligibility Card

The staff of the Examination Administration Division (in case of ERPO), or of the ESD (in case of CSC RO), or of the CSC FO shall be the releasing officer of the CSC Eligibility Card.

- a. The claiming eligible presents the required items under III (B) of these Guidelines.
- b. The releasing officer validates and establishes the identity of the eligible by verifying/checking against the Master List, Register of Eligibles (RoE), Picture-Seat Plan (PSP), Application Form, and other pertinent documents on file.
- c. Upon establishing the identity of the eligible, the releasing officer requires the eligible to pay the card processing fee.
- d. The eligible pays the corresponding fee at the CSC Cashier, then presents the CSC Official Receipt to the releasing officer.





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- e. Upon presentation of Official Receipt:
  - e.1 The releasing officer requires the eligible to sign on the signature panel of the card and verifies the signature against that appearing on the eligible's I.D. card
  - e.2 Once the signature is verified, the releasing officer returns the I.D. card and other items presented by the eligible
  - e.3 The releasing officer releases the CSC Eligibility Card
  - e.4 The eligible receives and accomplishes the Receipt form.
  - e.5 The releasing officer accomplishes the Receipt form.
  - e.6 The releasing officer requests the eligible to accomplish the Feedback form

3. Claiming and Releasing of the CSC Eligibility Card through Conduit CSC RO/FO

There shall be three key players in the process:

- > The Eligible who is either based in far-off location within the region, or has moved to or is presently based in another region;
- > The Conduit CSC RO/FO which is nearest to the eligible's present place of residence or work; and
- > The Authorized CSC RO which has jurisdiction over the case of the eligible.

a. Conduit CSC FO for eligibles based in far-off location *within* the region

Each of the Field Offices of the CSC RO, as the case may be, shall serve as conduit between the CSC RO and the eligibles who are based in far-off areas from the CSC RO.

b. Conduit CSC RO/FO for eligibles who have moved to or are based in *another* region

For eligibles who have moved to or are based in another region, the CSC RO or the CSC FO nearest their present place of residence or work shall serve as conduit between the authorized CSC RO and the eligibles concerned.

c. Payment of the Card Processing Fee when claiming through conduit CSC RO/FO

For the payment of card processing fee, the Eligible shall provide Postal Money Order (PMO) issued in the name of the Authorized CSC RO in the amount of Php200.



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d. Procedures in releasing through conduit CSC RO/FO

d.1 The Eligible makes a written request (refer to *Annex G* for template) through mail, courier, fax, or e-mail, to release the card at the nearest CSC RO or CSC FO.

d.2 Upon receipt of the request, the Authorized CSC RO evaluates and verifies the eligible's data against the Master List and the PSP.

Once verified, the Authorized CSC RO sends a written notice/advisory (through mail, courier, fax, or e-mail) to the Eligible on card processing fee payment by PMO, using the attached template notice/advisory (*Annex C*).

d.3 Upon receipt of the PMO, the Authorized CSC RO shall have the PMO received by the Cashier, who shall issue a CSC Official Receipt (O.R.)

d.4 The Authorized CSC RO prepares and transmits the following documents to the Conduit CSC RO/FO, using the attached template memo (*Annexes D-1 for transmittal to conduit RO and D-2 to conduit FO*):

- Original CSC Eligibility Card
- Original CSC O.R.
- Dry-sealed photocopy of the CSC Eligibility Card and the CSC O.R. (photocopied together) to serve as receiving copy and stamped, as follows:

At the lower left side: Released by:  
Signature \_\_\_\_\_  
Printed name \_\_\_\_\_  
Position/Office \_\_\_\_\_  
Date \_\_\_\_\_

At the lower right side: Received original:  
Signature \_\_\_\_\_  
Printed name \_\_\_\_\_  
Date \_\_\_\_\_

- Authenticated copy of the Master List, showing the data entry of the eligible
- Authenticated copy of the PSP, showing enlarged photo of the eligible
- Authenticated copy of the eligible's Application Form





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- Authenticated copy of the eligible's I.D. card/s attached to the Application Form
  - Authenticated copy of the eligible's letter request
- d.5 The Authorized CSC RO notifies the eligible in writing (using the attached template notice, *Annex E*) of the approval of the request, copy furnished the Conduit CSC RO/FO.

In the written notice, the Eligible shall be advised to personally claim from the Conduit CSC RO/FO the Eligibility Card and present the following:

- Any of the accepted I.D. cards listed under Item III, B (1);
  - Notification/advisory letter;
  - Certification of Eligibility printed on CSC letterhead (if available); and
  - Examination Application Receipt and/or CSC Official Receipt (if available).
- d.6 When the Eligible comes for the issuance of the Card, the Conduit CSC RO/FO requires the Eligible to present the items listed under c.5 and establishes the identity of the Eligible by verifying against the photocopies of ML, PSP, Application Form and I.D. card/s sent by the Authorized CSC RO.
- d.7 Upon establishing the Eligible's identity:
- > The releasing officer requires the eligible to sign on the signature panel of the card and verifies the signature against that appearing on the eligible's I.D. card
  - > Once the signature is verified, the releasing officer returns the I.D. card and other items presented by the eligible
  - > The releasing officer releases the CSC Eligibility Card
  - > The eligible receives and accomplishes the dry-sealed receiving copy
  - > The releasing officer accomplishes the dry-sealed receiving copy
- d.8 After the release of the Eligibility Card, the Conduit CSC RO/FO transmits back (via registered mail or courier) to the Authorized CSC RO the dry-sealed photocopy of the Eligibility Card and the CSC O.R. duly accomplished by the releasing officer and the eligible.

**Note:** *The Conduit CSC RO/FO may officially charge the eligible standard fees for mail to cover the sending to the Authorized CSC RO of the receiving copy and other documents as applicable.*



**GUIDELINES AND PROCEDURES ON THE  
IMPLEMENTATION OF THE USE OF CSC ELIGIBILITY CARD**  
*June 2017*

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- d.9 Upon receipt of the dry-sealed receiving copy, the Authorized CSC RO does the following:
- > Annotates appropriate space (Released and Received columns) of the Receipt of CSC Eligibility Card Form with "*card release coursed thru CSC RO No. \_\_\_\_ / FO-\_\_\_\_ as conduit*"
  - > Attaches the dry-sealed receiving copy to the Receipt of CSC Eligibility Form

e. Unclaimed Eligibility Card at the Conduit CSC RO/FO

The Conduit CSC RO/FO shall return to the Authorized CSC RO any Eligibility Card that has remained unclaimed for at least six (6) months.

However, before returning the card to the Authorized CSC RO, the Conduit CSC RO/FO shall send (via mail, courier, fax, or e-mail) the eligible concerned a written notice, specifying that the card should be claimed within 90 days upon receipt of the notice, otherwise, the card shall be returned to the Authorized CSC RO. The attached template notice (*Annex F*) shall be used for this purpose.

Should the card remain unclaimed after the specified period in the written notice has lapsed, the Conduit CSC RO/FO shall return the card, together with the rest of the documents, to the Authorized CSC RO.

**F. Unclaimed CSC Eligibility Card at the CSC CO/RO**

The CSC CO or CSC RO shall issue a notice/advisory to claim CSC Eligibility Card, containing the list of eligibles with unclaimed cards for at least two (2) years. The notice/advisory shall be posted on the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) and updated every three (3) months.

To back up the posting on the main CSC website, the notice/advisory shall also be posted on CSC ROs' individual websites (as applicable), bulletin boards, official social media accounts being maintained by the CO/ROs, and such other means the CO/ROs employ to maximize publicity/information dissemination.

Eligibility cards that remain unclaimed for five years or more shall be disposed of properly. For this matter, a separate issuance shall be provided on disposing of eligibility cards. Moreover, this is without prejudice to the concerned eligible filing an application for a new card.

**IV. Validity of the CSC Eligibility Card**

The CSC Eligibility Card does not prescribe, unless revoked as a result of accessory penalty of dismissal from the service for committing administrative offenses, or for other reasonable grounds as may be determined by the Commission.





**GUIDELINES AND PROCEDURES ON THE  
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**V. Re-printing of CSC Eligibility Card**

**A. Re-printing of card due to correction of personal information (COPI)**

There shall be three (3) instances where re-printing of card due to correction of personal information will be allowed:

1. Erroneous encoding by the CSC RO regardless of whether or not the eligible has made appropriate corrections on the Examinee Attendance Sheet (EAS), provided, the correction being requested is, upon verification, consistent with the eligible's data appearing on the Application Form. In this instance, the eligible shall no longer be required to pay the fees for COPI and the CSC Eligibility Card;
2. Change of name (for female eligibles), resulting from change of civil status from single to married, or vice versa. In this instance, the eligible shall no longer be required to pay the COPI fee. However, the eligible shall pay the eligibility card processing fee; and
3. Discrepancy/inconsistency with the eligible's data appearing on the Birth Certificate. In this instance, the eligible shall be required to pay the fees for both the COPI and the eligibility card.

Below is a table to guide the handling of the instances above.

Instance	To undergo COPI process?	To pay COPI fee?	To pay CSC Eligibility Card processing fee?
Erroneous encoding by the CSC RO regardless of whether or not the eligible has made appropriate corrections on the Examinee Attendance Sheet (EAS), provided, the correction being requested is, upon verification, consistent with the eligible's data appearing on the Application Form.	X	X	X
Change of name (for female eligibles), resulting from change of civil status from single to married, or vice versa	✓	X	✓
Discrepancy/inconsistency with the eligible's data appearing on the Birth Certificate.	✓	✓	✓

**GUIDELINES AND PROCEDURES ON THE  
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The following procedures shall be observed for correction of personal information:

- a. The Eligible makes a written request (through mail, courier, fax, or e-mail) for COPI addressed to the CSC RO concerned (in case of PPT and CSC COMEX held at the RO), or the ERPO (in case of CSC COMEX held at the CO).
- b. The CSC RO/ERPO verifies against the PSP, the application form and the Examinee Attendance Sheet, and determines the eligible's instance.
- c. Upon verification and guided by the above table, the CSC RO/ERPO requires the eligible to fill out necessary form (e.g. COPI form), submit necessary documentary requirements, pay the card processing fee (as applicable), and surrender the originally printed eligibility card

**Note:** *Reference must be made to the existing Rules on Administrative Cases in the Civil Service for documentary requirements to be submitted.*

- d. The CSC RO/ERPO processes the request for COPI and issues Decision/Order
- e. The CSC RO annotates the Master List and the Register of Eligibles once the Decision/Order becomes final and executory, and attaches copy of the Decision/Order.
- f. The CSC RO/ERPO forwards an authenticated copy of the Decision/Order to IRMO for corresponding annotation of the Master List and the Register of Eligibles on file with IRMO
- g. The CSC RO/ERPO re-prints the card
- h. The CSC RO/ERPO releases the re-printed card to the eligible based on applicable provisions under Item III (B, D, E) of these Guidelines

**B. Re-printing due to loss of card**

In case of loss of card, the eligible may apply for another issuance of CSC Eligibility Card. The following requirements and procedures shall govern replacement of lost card:

1. The Eligible submits a written request for replacement of card addressed to the CSC RO concerned (in case of PPT and CSC COMEX held at the RO), or the ERPO (in case of CSC COMEX held at the CO), attaching the following supporting documents:
  - a. Original Notarized Affidavit of Loss of Card; and
  - b. Original and photocopy of any of the accepted I.D. cards (not expired upon submission of the request) listed under Item III, B(1) of these Guidelines





**GUIDELINES AND PROCEDURES ON THE  
IMPLEMENTATION OF THE USE OF CSC ELIGIBILITY CARD**  
*June 2017*

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The following procedures shall be observed for correction of personal information:

- a. The Eligible makes a written request (through mail, courier, fax, or e-mail) for COPI addressed to the CSC RO concerned (in case of PPT and CSC COMEX held at the RO), or the ERPO (in case of CSC COMEX held at the CO).
- b. The CSC RO/ERPO verifies against the PSP, the application form and the Examinee Attendance Sheet, and determines the eligible's instance.
- c. Upon verification and guided by the above table, the CSC RO/ERPO requires the eligible to fill out necessary form (e.g. COPI form), submit necessary documentary requirements, pay the card processing fee (as applicable), and surrender the originally printed eligibility card

**Note:** *Reference must be made to the existing Rules on Administrative Cases in the Civil Service for documentary requirements to be submitted.*

- d. The CSC RO/ERPO processes the request for COPI and issues Decision/Order
- e. The CSC RO annotates the Master List and the Register of Eligibles once the Decision/Order becomes final and executory, and attaches copy of the Decision/Order.
- f. The CSC RO/ERPO forwards an authenticated copy of the Decision/Order to IRMO for corresponding annotation of the Master List and the Register of Eligibles on file with IRMO
- g. The CSC RO/ERPO re-prints the card
- h. The CSC RO/ERPO releases the re-printed card to the eligible based on applicable provisions under Item III (B, D, E) of these Guidelines

**B. Re-printing due to loss of card**

In case of loss of card, the eligible may apply for another issuance of CSC Eligibility Card. The following requirements and procedures shall govern replacement of lost card:

1. The Eligible submits a written request for replacement of card addressed to the CSC RO concerned (in case of PPT and CSC COMEX held at the RO), or the ERPO (in case of CSC COMEX held at the CO), attaching the following supporting documents:
  - a. Original Notarized Affidavit of Loss of Card; and
  - b. Original and photocopy of any of the accepted I.D. cards (not expired upon submission of the request) listed under Item III, B(1) of these Guidelines



**GUIDELINES AND PROCEDURES ON THE  
IMPLEMENTATION OF THE USE OF CSC ELIGIBILITY CARD**  
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2. The CSC RO/ERPO verifies the Eligibility of the requesting party based on existing procedures for verification of eligibility
3. Upon verification, the CSC RO/ERPO requires the eligible to pay the card processing fee
4. The CSC RO/ERPO re-prints the card
5. The CSC RO/ERPO releases the re-printed card to the eligible based on applicable provisions under Item III (B, D, E) of these Guidelines

**Note:** *Requests for re-printing of CSC Eligibility Card under any of the above conditions may also be coursed through Conduit CSC RO/FO, procedures for which shall be benchmarked under Item III, E(3) of these Guidelines.*

**VI. Review of Cost of CSC Eligibility Card**

ERPO shall conduct a periodic review of the cost of issuing the CSC Eligibility Card, starting 2019 and every two (2) years thereafter.

**VII. Certification and/or Authentication of Eligibility**

The Integrated Records Management Office (IRMO), or the CSC RO shall administer the certification and/or authentication process for eligibilities resulting from passing the corresponding examinations and for eligibilities granted under special laws and CSC issuances, guided by existing policies on certification and/or authentication of eligibility.

**VIII. Separability Clause**

If any provision of these guidelines and procedures be declared invalid or be amended, its remaining provisions not affected by the declaration or amendment shall continue to be effective.

**IX. Repealing Clause**

These guidelines and procedures supersede CSC Resolution No. 041373 and CSC OM No. 11, s. 2005. All other rules and regulations or any part or provision thereof, inconsistent with these guidelines and procedures, are hereby repealed or modified accordingly.



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Republic of the Philippines  
 CIVIL SERVICE COMMISSION  
 Batasan Hills, Quezon City

CSC ELIGIBILITY CARD PRINTING  
 - DELIVERY RECEIPT -

Title of Examination	Date of Examination	CSC RO / Short Address	Total No. of CSC Eligibility Card Printed	Inclusive Card Nos.	
				From	To

I certify to have received the above items in good condition.

\_\_\_\_\_  
 Signature over printed full name of Person Indorsing

Position/Office: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_  
 Signature over printed full name of Person Receiving

Position/Office: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_









Civil Service Commission  
Regional Office No. \_\_\_\_\_  
(short address)

**NOTICE TO PAY  
CSC ELIGIBILITY CARD PROCESSING FEE**

Date

**Name of Eligible**

Address1

Address2

Address3

Dear \_\_\_\_\_:

We are pleased to inform you that your request to claim your CSC Eligibility Card in \_\_\_\_\_ (Conduit CSC RO/FO), \_\_\_\_\_ (address) has been approved.

In this regard, kindly pay the corresponding Card Processing fee of PhP200.00 in the form of Postal Money Order (PMO) issued in the name of the \_\_\_\_\_ (Authorized CSC RO), \_\_\_\_\_ (address). Please send, via courier or registered mail, the PMO to the undersigned at the following address:

Civil Service Commission  
Regional Office No. \_\_\_\_\_  
Address 1  
Address 2

Upon receipt of the PMO, we shall issue a corresponding Official Receipt, and shall process the transmittal of your CSC Eligibility Card to \_\_\_\_\_ (Conduit CSC RO/FO).

Please wait for our written notification/advisory as to instructions on how to claim your eligibility card.

Should you have further queries, please contact Mr./Ms. \_\_\_\_\_ (name of focal person of the authorized CSC RO) at telephone numbers \_\_\_\_\_.

Very truly yours,

**REGIONAL DIRECTOR** (of the authorized CSC RO)  
Director IV





CSC Regional Office \_\_\_\_\_  
(short address) \_\_\_\_\_

CSC RO \_\_\_\_\_ Memo No. \_\_\_\_\_, s. 2017

**MEMORANDUM**

**FOR** : **Director** \_\_\_\_\_ (of the conduit CSC RO)  
CSC RO \_\_\_\_\_  
(short address)

**SUBJECT** : Facilitation of the Release of CSC Eligibility Card of \_\_\_\_\_ (name of eligible)

May we request the Regional Office to facilitate the release of the CSC Eligibility Card of Mr./Ms. \_\_\_\_\_ (name of eligible) who is presently based in \_\_\_\_\_ (present place of residence or work of the eligible).

In light of this, we are enclosing the following documents:

1. Original CSC Eligibility Card
2. Original CSC O.R.
3. Dry-sealed photocopy of the CSC Eligibility Card and the CSC O.R. (photocopied together) to serve as receiving copy
4. Authenticated copy of the following examination records to be used in verifying/establishing the identity of the eligible:
  - Master List, showing the data entry of the eligible
  - PSP, showing enlarged photo of the eligible
  - Application Form of the eligible
  - I.D. card/s of the eligible attached to the Application Form
  - Letter request of the eligible

After the release of the card (together with the O.R.), kindly send back to this Office via courier or registered mail the dry-sealed photocopy of the Eligibility Card and the CSC O.R. duly accomplished by your releasing officer and the eligible.

The Regional Office may photocopy the document before sending it back to us, for file/records purposes.

Further, the Regional Office may officially charge Mr./Ms. \_\_\_\_\_ (last name of eligible) standard fees to cover expenses that may be incurred for the courier/registered mail, as provided in CSC OM No. 94, s. 2007.

We shall be sending Mr./Ms. \_\_\_\_\_ (last name of eligible) a written notice on the requirements and procedure in claiming the eligibility card from your Regional Office.

Thank you.

**REGIONAL DIRECTOR** (of the authorized CSC RO)  
Director IV

CSC Regional Office \_\_\_\_\_  
(short address)

CSC RO \_\_\_\_\_ Memo No. \_\_\_\_\_, s. 2017

## MEMORANDUM

TO : Director \_\_\_\_\_ (of the conduit CSC FO)  
CSC Field Office- \_\_\_\_\_  
(short address)

SUBJECT : Facilitation of the Release of CSC Eligibility Card of \_\_\_\_\_ (name of eligible)

May we request the Field Office to facilitate the release of the CSC Eligibility Card of Mr./Ms. \_\_\_\_\_ (name of eligible) who is presently based in \_\_\_\_\_ (present place of residence or work of the eligible).

In light of this, we are enclosing the following documents:

1. Original CSC Eligibility Card
2. Original CSC O.R.
3. Dry-sealed photocopy of the CSC Eligibility Card and the CSC O.R. (photocopied together) to serve as receiving copy
4. Authenticated copy of the following examination records to be used in verifying/establishing the identity of the eligible:
  - Master List, showing the data entry of the eligible
  - PSP, showing enlarged photo of the eligible
  - Application Form of the eligible
  - I.D. card/s of the eligible attached to the Application Form
  - Letter request of the eligible

After the release of the card (together with the O.R.), kindly send back to this Office via courier or registered mail the dry-sealed photocopy of the Eligibility Card and the CSC O.R. duly accomplished by your releasing officer and the eligible.

The Field Office may photocopy the document before sending it back to us, for file/records purposes.

Further, the Field Office may officially charge Mr./Ms. \_\_\_\_\_ (last name of eligible) standard fees to cover expenses that may be incurred for the courier/registered mail, as provided in CSC OM No. 94, s. 2007.

We shall be sending Mr./Ms. \_\_\_\_\_ (last name of eligible) a written notice on the requirements and procedure in claiming the eligibility card from your Field Office.

Thank you.

**REGIONAL DIRECTOR** (of the authorized CSC RO)  
Director IV



Civil Service Commission  
Regional Office \_\_\_\_\_  
(short address) \_\_\_\_\_

**NOTICE TO APPEAR**

Date \_\_\_\_\_

**Name of Eligible**

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Address 3 \_\_\_\_\_

Dear \_\_\_\_\_:

We are pleased to inform you that your CSC Eligibility Card, as you requested, shall be released through the  (Conduit CSC RO/FO) ,  (address) .

In this regard, you are required to appear in person at the  (Conduit CSC RO/FO)  to claim your eligibility card. Representatives are not allowed to claim the eligibility card on your behalf.

In claiming your eligibility card, please present the following documents:

1. Any of the following I.D. cards, which must be valid (not expired on the date of claiming):
  - a. Driver's License;
  - b. Passport;
  - c. PRC License;
  - d. SSS I.D.;
  - e. GSIS I.D. (UMID);
  - f. Voter's I.D.;
  - g. BIR I.D. (ATM type/TIN card type with picture);
  - h. PhilHealth I.D. (must, at the least, contain the holder's name, clear picture, signature and PhilHealth number);
  - i. Company/Office I.D.;
  - j. School I.D. (validated for the current school year/semester/trimester);
  - k. Police Clearance/Police Clearance Certificate;
  - l. Postal I.D.;
  - m. Barangay I.D.; or
  - n. NBI Clearance.

**Note:** *All other I.D. cards shall NOT be accepted.*

2. This notification/advisory letter;
3. Certification of Eligibility printed on CSC letterhead (if available); and
4. Examination Application Receipt and/or CSC Official Receipt (if available).

Please note that the  (Conduit CSC RO/FO)  may require additional document/s to establish your identity.



We suggest that you coordinate first with (Conduit CSC RO/FO) at telephone numbers \_\_\_\_\_, and verify if your Eligibility Card is already available before going to said Office.

Further, we wish to inform you that (Conduit CSC RO/FO) may charge you standard fees to cover mailing expenses that may be incurred in their sending back to this Office of the receiving copy and other documents relative to your eligibility card claim.

Should you have further queries, please contact Mr./Ms. (name of focal person of the authorized CSC RO) at telephone numbers \_\_\_\_\_.

Very truly yours,

**REGIONAL DIRECTOR** (of the authorized CSC RO)  
Director IV

cc: **Director** \_\_\_\_\_ (of the conduit CSC RO/FO)  
CSC RO \_\_\_\_\_ / CSC FO- \_\_\_\_\_  
Address1  
Address2



Civil Service Commission  
Regional Office \_\_\_\_\_  
(short address) \_\_\_\_\_

**NOTICE TO CLAIM CSC ELIGIBILITY CARD**

Date \_\_\_\_\_

**Name of Eligible**

Address 1  
Address 2  
Address 3

Dear \_\_\_\_\_:

This refers to your CSC Eligibility Card for passing the \_\_\_\_\_ (date of examination) \_\_\_\_\_ (title of examination) \_\_\_\_\_ (level of examination as applicable) through \_\_\_\_\_ (mode of examination: PPT / COMEX) held in \_\_\_\_\_ (testing center), which the \_\_\_\_\_ (authorized CSC RO) has forwarded to us in \_\_\_\_\_ (month and year). Based on \_\_\_\_\_ (authorized CSC RO)'s representation, you have requested for the release of your CoE in \_\_\_\_\_ where you are currently based. However, our recent inventory of records shows that your Card has remained unclaimed for \_\_\_\_\_ months now.

In this regard, you are advised to claim your Card soonest. Please go to the \_\_\_\_\_ (office/division), \_\_\_\_\_ (CSC CO / conduit CSC RO/FO), \_\_\_\_\_ (address), and bring the following items:

1. Any of the following I.D. cards, which must be valid (not expired on the date of claiming):
  - a. Driver's License;
  - b. Passport;
  - c. PRC License;
  - d. SSS I.D.;
  - e. GSIS I.D. (UMID);
  - f. Voter's I.D.;
  - g. BIR I.D. (ATM type/TIN card type with picture);
  - h. PhilHealth I.D. (must, at the least, contain the holder's name, clear picture, signature and PhilHealth number);
  - i. Company/Office I.D.;
  - j. School I.D. (validated for the current school year/semester/trimester);
  - k. Police Clearance/Police Clearance Certificate;
  - l. Postal I.D.;
  - m. Barangay I.D.; or
  - n. NBI Clearance.

**Note:** *All other I.D. cards shall NOT be accepted.*

2. This notification/advisory letter;
3. Certification of Eligibility printed on CSC letterhead (if available); and
4. Examination Application Receipt and/or CSC Official Receipt (if available).



**NOTICE TO CLAIM ELIGIBILITY CARD  
AT CONDUIT CSC RO/FO**

**Annex F**

*To be printed on CSC letterhead*

You have 90 days from receipt of this Notice to claim your Card. Should you be not able to claim within the given period, we shall return your Card to the (authorized CSC RO), (address). Thereafter, please coordinate directly with the (authorized CSC RO) for the release of your Card.

Should you have further queries, please contact Mr./Ms. (name of focal person of the conduit CSC RO/FO) at telephone numbers \_\_\_\_\_.

Very truly yours,

**NAME OF DIRECTOR** (of the conduit CSC RO/FO)  
(Position)

cc: **Regional Director** \_\_\_\_\_ (of the authorized CSC RO)  
CSC RO \_\_\_\_\_  
Address1 \_\_\_\_\_  
Address2 \_\_\_\_\_



**REQUEST TO CLAIM CSC ELIGIBILITY CARD  
AT CONDUIT CSC CENTRAL / REGIONAL / FIELD OFFICE**

Date \_\_\_\_\_

**Name of CSC Director**

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Address 3 \_\_\_\_\_

Dear \_\_\_\_\_:

This refers to my CSC Eligibility Card for passing the           (date of examination)                     (title of examination)                     (level of examination as applicable)           through           (mode of examination: PPT / COMEX)           held in           (testing center)          .

May I request for the release of my eligibility card at           (CSC CO / conduit CSC RO/FO)          ,           (address)           because of the following reason:

- I am based in far-off location within the region
- I have moved to/am based in another region (Specify: \_\_\_\_\_)
- Other reason/s (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may reach me at contact number/s \_\_\_\_\_.

Thank you.

Very truly yours,

**NAME OF ELIGIBLE**

